

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN  
COUNTY BOARD MEETING**

**August 25, 2011**

**PRESENT:** Pat Hickey, Donajane Brash, Pat Finder-Stone, Bill Clancy, Judy Parrish,

**PRESENT BY PHONE:** Tom Diedrick, Lisa Van Donsel

**EXCUSED:** Libbie Miller, Barbara Robinson, Marvin Rucker, Keith Pamperin, Steve Daniels

**ALSO PRESENT:** Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers,  
Tina Brunner, Diana Brown

**PLEDGE OF ALLEGIANCE.**

Chairperson Diedrick called the meeting to order at 8:30 a.m.

**INTRODUCTIONS:** Introductions were made by Board Members and those present.

**ADOPTION OF AGENDA:** Mr. Diedrick noted that we would be reviewing the July Finance Report today, not the June Finance Report, and he requested that we change the order of business on the agenda for the purpose of accommodating Ms. Hickey and Ms. Van Donsel who were only able to join the meeting for a short time by teleconference. He recommended moving agenda items 2. Introductions, 6. Finance Report, 7. Personnel Committee Report, and 8. Program Committee Report to the beginning of the agenda

A motion was made by Sup. Clancy and seconded by Ms. Parrish to adopt the August 25, 2011 Agenda with the above noted changes. **MOTION CARRIED.**

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF THE JULY 2011 FINANCE REPORT:** Ms. Bowers reported that we continue to be overspent in Utilities due to the heating and air conditioning not functioning properly yet. Our Supplies and Expense Budget and Non-Outlay Equipment will balance themselves out. Energy Initiatives and New Building/Renovations will be on target and we are slightly overspent in Restricted Donations Purchases.

Ms. Bowers noted a new line item (#52) on the Revenue Report titled: Less Accounts Receivable. She explained that by subtracting this line item out enables us to receive a true picture of cash on hand.

Ms Parrish moved and Ms. Brasch seconded to approve the July 2011 Finance Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the restricted donations of \$400 from Donald Tilkens and Sue Warpinski for Home-Delivered Meals in memory of Evelyn Tilkens, and \$25 from Dolores Breitenbach for Program Operations in memory of Raymond Breitenbach.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the Restricted Donations. **MOTION CARRIED.**

**PERSONNEL COMMITTEE REPORT:**

**A. REVIEW AND APPROVAL OF ADRC SUCCESSION PLAN:** Mr. Diedrick reported that the Personnel Committee met on August 18, 2011 and reviewed the ADRC Succession Plan included in the board packet. The plan addresses both an emergency succession

plan in the event of the emergency absence of the Director as well as a planned, timed replacement of the Director. Mr. Diedrick requested board approval of the plan.

Ms. Finder-Stone thanked the committee for the work they put into this outstanding plan. She moved and Ms. Brasch seconded to approve the ADRC Succession Plan. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF ADRC ORGANIZATIONAL CHART:** Ms. Archambault drew board members attention to the current and the recommended ADRC Organizational Chart included in the board packet. She noted that the recommended chart had been updated and under the Facilities Placement Coordinator the addition of workers through the Senior Service Worker Program, the Wisconsin Senior Employment Program, The Department of Vocational Rehabilitation and Community Correction Employment Programs would be added. Ms. Archambault requested board approval of the recommended Chart.

Ms. Finder-Stone moved and Sup. Clancy seconded to approve the recommended ADRC Organizational Chart. **MOTION CARRIED.**

**PROGRAM COMMITTEE REPORT – NUTRITION CONTRACT FOR 2012-2014:** Ms. Archambault reported that the Program Committee met on August 23, 2011 to review the proposals for the preparation and delivery of meals for the Elderly Nutrition Program in 2012. Two RFQs were received, one from Konop and one from Aramark. Konop's bid was \$3.75/cost per meal and Aramark's bid was \$2.949/cost per meal. Ms. Archambault stated that the ADRC has reviewed the requirements for administration of this program with Aramark, has met with their regional administrative staff, has toured the local kitchen facilities and will hold Aramark to all of the contract requirements. Aramark has suggested the ADRC negotiate a different escalation clause in our contract and we will discuss this with Aramark. Aramark is committed to meeting all of the contract requirements and the Program Committee is recommending that the board approve Aramark's proposal for 2012-2014.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve contracting with Aramark for preparation and delivery of meals for the Elderly Nutrition Program in 2012-2014. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 28, 2011:** Ms. Finder-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of July 28, 2011.

**COMMENTS FROM THE PUBLIC:** None.

**CORRESPONDENCE FROM SOCIAL SECURITY ADMINISTRATION – WISCONSIN PARTNER IN SERVICE AWARD:** Ms. Archambault announced that the ADRC had received *The Wisconsin Partner in Service Award* from Social Security. This is a service award recognizing the services our Benefit Specialist Department perform in collaboration with the Social Security Office.

**BENEFITS SPECIALIST REPORT:** Ms. Brunner introduced herself as the Team Lead for the Benefit Specialist Unit. Her duties include supervising the department as well as providing direct services in the elderly benefit areas. The core functions of this unit are to advocate, educate and counsel on public benefits.

Ms. Brunner distributed 3 handouts which summarized the topics Benefits Specialists discuss with consumers, the number of persons served and the monetary impact for Brown County by both the Elderly and Disability Benefit Specialist units between January 1 and June 30, 2011. The unit served 3,138 consumers between January 1 and June 30, 2011. Of these, 1,548 were adults with a disability and 1,590 were adults 60 years of age and older.

Within the Benefit Specialist Team, each staff member has their own area of expertise which is utilized for the benefit of the consumer. There is a value placed on connecting the consumer with resources which in turn has a monetary impact of benefit dollars for Brown County. Between January 1 and June 30, 2011 that monetary impact brought \$2.7 million into the community.

In 2009 and 2010 Brown and Kewaunee Counties received a Medicare Improvement for Patients and Provided Act (MIPPA) Grant enabling us to hire Kitty Thomas, an Outreach Coordinator. Ms. Thomas coordinates and provides outreach and education for Medicare recipients and professionals within the community about Low Income Subsidy, Medicare Part D and Medicare Savings Programs. She makes home visits, helps with applications, develops partnerships with community providers as well as working with the meal sites, pharmacies, churches and doing radio spots as part of her outreach efforts. The State of Wisconsin met and exceeded their goals set for the MIPPA Grant. The 2010-2012 Grant includes outreach to educate Medicare recipients on the new preventative services now covered by Medicare because of the Affordable Care Act. In October we will begin educating clients on the tools available to help them to make informed choices on Medicare Part D. The outreach program has been very successful.

In summary, Ms. Brunner shared several success stories with board members demonstrating how advocating, educating, and counseling has positively benefited the consumer.

**FAMILY CARE UPDATE:** Mr. Diedrick announced that he had attended the local board meeting of Family Care in July. He noted that Rolf Hansen, Director of NEW Family Care District, is continuing to plan and prepare in order to be ready to implement Family Care services in Northeast Wisconsin when it is added in the state budget.

**EVALUATION OF ORIENTATION PROCEDURES:** A Board Orientation Survey was included in the board packet. Ms. Archambault noted that the purpose of the survey was to make sure that the board was receiving the information they needed to make informed decisions as members. She requested board members complete the survey and return it to her as soon as possible.

**DIRECTOR'S REPORT:** Ms. Archambault reported that she will be on vacation Labor Day week.

**REVIEW OF ADRC BOARD RECRUITMENT AND RECOMMENDATION REPORT:** Ms. Archambault noted that Board Terms for Mr. Diedrick, Mr. Pamperin, Ms. Brasch, Ms. Parrish, and Ms. Aanonsen, who resigned earlier, will end in November, 2011. Mr. Diedrick, Mr. Pamperin and Ms. Brasch have agreed to have their names put in for reappointment. Ms. Parrish has already served 2 terms so we will need to recruit candidates to represent persons with a developmental disability, senior, and a representative from the Oneida Nation.

Ms. Archambault noted that interested candidates will need to complete the Brown County Executive's Appointees Information Sheet. A draft of the recruitment process was included in the board packet for board members to review.

**LEGISLATIVE UPDATE:** Ms. Finder-Stone announced that she had attended the last Board on Aging & Long-Term Care Meeting which was held at King Veterans Home as requested by Governor Walker. They met the new nursing home administrator and participated in the Ombudsman Tour. Ms. Finder-Stone stated that she was very impressed with the facility.

**ANNOUNCEMENTS:** None

**NEXT MEETING DATE – September 22, 2011:** The next Board of Director's Meeting is scheduled for September 22, 2011.

**ADJOURN:** Ms. Parrish moved and Ms. Finder-Stone seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:39 a.m.

Respectfully submitted,

Arlene Westphal, Secretary